

Section 7.6 FUNCTIONS MENU

Data Collection Inquiry

History Tab

Purpose	This section provides the procedures for Timekeepers and Employees to inquire on the action taken (approved, audited, certified, released, etc.) on an employee's time by using the History tab window.
Tab	History
Reminders	The History tab is accessed through the <u>F</u> unctions, <u>D</u> ata Collection <u>I</u> nquiry items on the menu bar.
References	<i>No Specific References</i>

History Tab

The History window displays actions that have been taken against an employee's time information once it has been submitted. Click on the History tab to display the information. The fields displayed are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

Data Collection Inquiry

Selection Time Activity Equipment Inventory Leave Req Emp Info History

Kawalski, Rhonda S. Dr. 590-23-0001 Eff Dt: 09/23/1996 PP EndDt: 6/28/97

History

Data Category	Version Number	Adj Type	Action Code	Comments	Action taken By	Action Date
Equipment	0		SUBM		T_DEPT99	02/14/1997
Equipment	1		SUBM	gts ver1	T_DEPT99	02/14/1997
Equipment	1		APPR		T_BUR75	04/11/1997
Time	0		AUDT		T_DEPT99	02/26/1997
Time	0		CERT		T_DEPT99	02/26/1997
Time	0		RLSD		T_DEPT99	08/11/1997
Time	0		XTCT		T_DEPT99	08/19/1997

<=<>=>

Close

Ready

History Tab

The following information is displayed:

Field Name	Description
Data Category	The data collection category (Time, Activity, Equipment).
Version Number	A zero (0) displays for the original (first) timesheet submitted. A version number (1, 2, 3, etc.) displays for any timesheets that have been changed through the Modify button after submission.
Adj Type	An Adjustment Type displays to indicate if the timesheet has been adjusted after it has been processed.
Action Code	Code that indicates the action that has been done SUBM - Submitted CERT - Certified AUDT - Audited RLSD - Released XTCT - DCDS extracted and sent to other system(s) PROC - Processed
Comments	Comments reported by the user who performed the action.
Action Taken By	The User ID of the person who performed the action.
Action Date	The date the action was done.